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COMDTINST 16630.2
31 MAY 2000

COMMANDANT INSTRUCTION 16630.2

Subj: PORT OPERATIONS INFORMATION FOR SAFETY AND EFFICIENCY (POISE)

Ref: (a) Policy on Coast Guard Use of Internet/World Wide Web, COMDTINST 5230.56

1. PURPOSE. This Instruction promulgates policy in the areas of Coast Guard POISE Internet, site management, process, page content, page development, and usage.
2. ACTION. District commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel and special staff elements at Headquarters shall ensure compliance with the provisions of this directive. Enclosure (3) outlines specific responsibilities and processes.
3. DIRECTIVES AFFECTED. This Instruction complements reference (a).
4. DISCUSSION:
 - a. The U.S. Coast Guard Waterways Management Directorate, Office of Vessel Traffic Management manages the maritime related web site named "Port Operations Information for Safety and Efficiency" or POISE. The POISE web site is maintained on the Coast Guard web server at the following Uniform Resource Locator (URL): <http://www.uscg.mil/safeports>.
 - b. POISE contains maritime-related links to web sites created by Government Agencies, Port Authorities, Marine Exchanges, etc., throughout the United States. POISE was developed in partial satisfaction of recommendations received from multiple sources to establish an integrated base of navigation information systems in waterways and ports to provide real-time delivery and display of current and forecast oceanographic and meteorological conditions, positioning data, navigation aid information, and vessel traffic information. POISE is one mechanism for

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A																										
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NON-STANDARD DISTRIBUTION: B:c MLCs (2 extra);

communication and coordination among local/regional and national stakeholders regarding our Marine Transportation System.

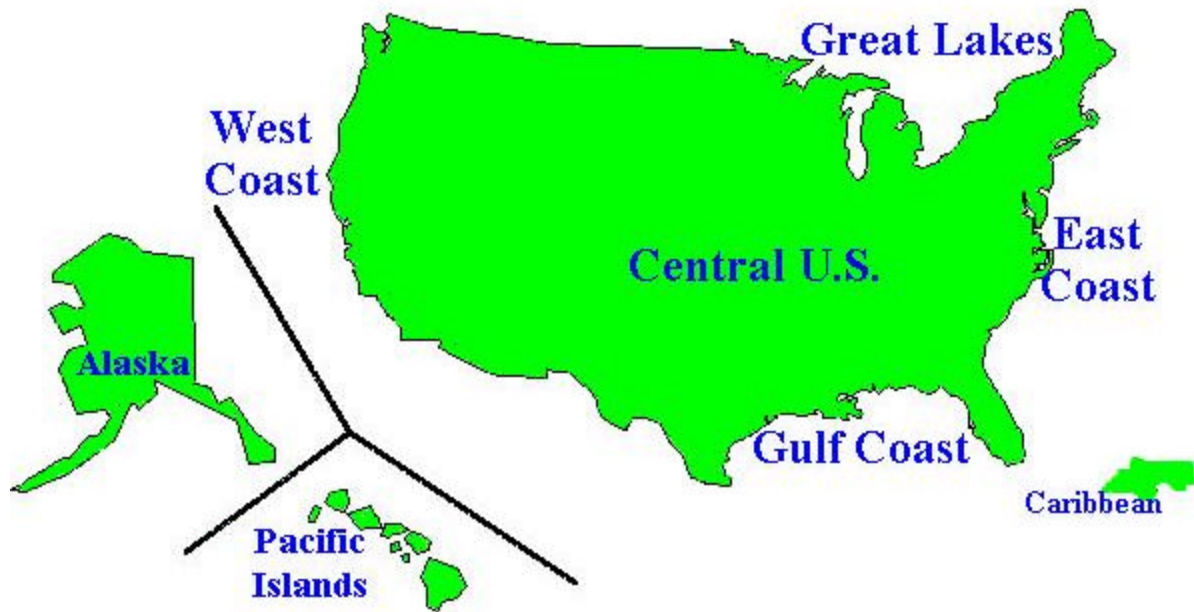
5. APPLICABILITY AND SCOPE. POISE is a path to port related information that exists on the World Wide Web (WWW). It contains pages of links and has no data of its own. The web pages are organized into 45 geographic areas. Each web page is maintained at the Captain of the Port in the locations shown in Enclosure (1).
 - a. Most data sources within POISE are located outside the US Coast Guard. POISE contains links to services already available on the WWW ... like the Physical Oceanographic Real-Time System (PORTS) operated by the National Oceanographic and Atmospheric Administration (NOAA). POISE categorizes links and provides an index or overview of on-line information available for the major waterways in the U.S. See Enclosure (4) for an example of required and optional links.
 - b. Who might use POISE? Anyone. Typical users may be mariners, harbor pilots, voyage planning & Coast Pilot-like users, port authorities, shipping agents etc. It is a free web site that points users to other information links, some of which may require conditions of entry (i.e., a credit card number or an account agreement with a commercial enterprise.) Coast Guard units will also use POISE to improve outreach and customer satisfaction.
6. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to Commandant (G-MWV).

R. C. NORTH
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Marine
Safety and Environmental Protection

Encl: (1) POISE Web Page Locations
(2) POISE Definitions and Terms
(3) POISE Responsibilities and Processes
(4) POISE Example

POISE Port Operations Information for Safety & Efficiency

<http://www.uscg.mil/safeports>



POISE WEB PAGE LOCATIONS:

- | | |
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| <ul style="list-style-type: none">▪ <u>Great Lakes</u>: Buffalo, Chicago, Cleveland, Detroit, Duluth, Milwaukee, Sault Ste. Marie and Toledo▪ <u>East Coast</u>: Baltimore, Boston, Charleston, Hampton Roads, Jacksonville, Long Island Sound, Miami, New York, Philadelphia, Savannah, Wilmington, Providence and Portland, Maine▪ <u>Gulf Coast</u>: Corpus Christi, Houston/Galveston, Mobile, Morgan City and New Orleans | <ul style="list-style-type: none">▪ <u>Caribbean</u>: San Juan▪ <u>Central United States</u>: Huntington, Louisville, Memphis, Paducah, Pittsburgh and St. Louis▪ <u>West Coast</u>: Los Angeles/Long Beach, Portland Oregon, San Diego and San Francisco▪ <u>Alaska</u>: Anchorage, Juneau and Prince William Sound (Valdez)▪ <u>Pacific Islands</u>: Honolulu and Guam |
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POISE DEFINITIONS AND TERMS

- POISE Manager - individual appointed by G-MW responsible for the overall technical and program management of all POISE web sites. Establishes overall policy for ensuring accuracy, uniformity and reliability of each POISE webpage. This individual has the authority/ability to update or make changes to any unit POISE webpage at his/her discretion. (Note: The POISE Manager's E-mail address is located at the bottom of the POISE homepage: <http://www.uscg.mil/safeports>)
- District POISE Officer (DPO) - individual appointed by the District (m) Officer. This individual will be the POISE quality control point of contact for POISE websites within their district. Also acts as a liaison between the Unit POISE Webmaster and the POISE Manager.
- Unit POISE Webmaster - individual appointed by the Captain of the Port. Although not necessary, some "hands-on experience" in updating web pages is helpful since the Unit POISE Webmaster is responsible for updating and maintaining a unit's POISE (index.html) page on the World Wide Web (WWW) server. The Unit POISE Webmaster will be identified by a "mailto" hyperlink to his/her Coast Guard e-mail address at the bottom of the unit's POISE page.
- POISE POC list - A listing of all POISE points of contact, including the Unit POISE Webmaster, District POISE Officer and POISE Manager. This listing also shows the directory/folder for which each Unit POISE Webmaster is responsible on the WWW Server. The POISE POC list is maintained by the POISE Manager and is available online at the following URL:
<http://www.uscg.mil/safeports/poispoc.xls>.
- G-M PCAO - Primary Content Approving Officer - Individuals(s) appointed by G-M to approve web content and to approve new Webmaster applications submitted via the WEBPAL.
- WebPAL - An online application for Coast Guard Webmasters (including Unit POISE Webmasters) available at the following URL:
<https://wwwstage.uscg.mil/webpal2/webmasterapplication/>

POISE RESPONSIBILITIES AND PROCESSES

- POISE Manager - Has overall POISE responsibility per definitions in Enclosure (2).
- Captain of the Port - will appoint a Unit POISE Webmaster. Suggested method of notification of appointment is by letter with a copy to the District POISE Officer and the POISE Manager. (See POISE POC list in enclosure (2)).
- Unit POISE Webmasters - will update their local POISE site with required and optional links using Enclosure (3) as a model. In order to update their POISE site, they will need to:
 1. Access the Coast Guard WWW Server using the WebPAL (See "Definitions").
 2. Once in WebPAL, request access to the corresponding directory listed in the POISE POC list. e.g. The Unit POISE Webmaster for New York would log into the WebPAL site and request access to the following directory on the WWW Server: [\\hqsafeports\east_coast\new_york](http://hqsafeports.eastcoast.newyork.us).
 3. After the WebPAL application has been approved by the G-M PCAO, the Unit Webmaster will receive e-mail from OSCWebmaster with further instructions and a password to access the WWW server.
 4. Refer to the "*USCG Web Server Frequently Asked Questions*" website at <http://cgweb.uscg.mil/webinfo/faq/technical.html> for more information and guidance on updating WebPages and uploading them to the WWW server.
- District (m) Officers - will appoint a District POISE Officer. Suggested method of notification of appointment is by letter addressed to the District POISE Officer, with a copy to the POISE Manager.
- District POISE Officers (DPO) will:
 1. Ensure that the POISE POC list (see "Definitions") is kept updated and current by coordinating with Captains of the Port, Unit POISE Webmasters and the POISE Manager.
 2. Identify themselves via e-mail to the POISE Manager with a copy to their District (m) Officer and the Unit POISE Webmasters within their district.
 3. Conduct monthly "hyperlink testing" to ensure the accuracy of hyperlinks posted on unit POISE sites within their districts. A number of resources tools are available on the Internet to evaluate web pages. One such (recommended) free resource tool is NetMechanic, which is available on the Internet to check hyperlinks. The URL for NetMechanic is <http://www.netmechanic.com>. DPOs will identify "broken" or invalid hyperlinks and will bring these to attention of the Unit POISE Webmaster via e-mail for immediate correction.
- G-M PCAO - will coordinate with the POISE Manager to approve new Unit POISE Webmasters submitted via WEBPAL. The G-M PCAO shall also refer to the POISE POC list (see Enclosure (1) "Definitions") to verify current Unit POISE Webmasters.



Baltimore | Boston | Charleston | Hampton Roads | Jacksonville
POISE Port Operations
 Information for
 Safety & Efficiency
 Long Island Sound | Miami | New York | Philadelphia | Savannah
 Wilmington | Providence | Portland, ME

(EXAMPLE ONLY) Philadelphia -updated 21 Feb 2000

General Information:

- Port Authority(ies)
- Maritime Exchange(s)

Federal, State and Local:

USCG:

- Area
- District
- Coast Guard Marine Safety Office/Group/Activity
- Port State Control
- Port State Information eXchange (PSIX)

Other:

Regulations:

- Area Contingency Plan
- Code of Federal Regulations (*port-specific regulations are recommended here*)
- Federal Register (*port-specific federal register updates are recommended here*)

Port Conditions: (*real time weather icon here for www.wunderground.com*)

- Local Notice to Mariners
- NOAA, Physical Oceanographic Real-Time Systems (PORTS) (if available)

For questions or comments about this web page, contact **LT Davie Jones**...(Insert Unit POISE Webmaster's "mailto" link here.)

[USCG] [Disclaimer]

- **THIS PAGE IS AN EXAMPLE ONLY** - The sites listed here contain required hyperlinks for all POISE pages. The POISE Manager may periodically revise this example and the current version will be maintained online at the following URL: <http://www.uscg.mil/safeports/example>. Please refer to the online version of this example for required hyperlinks and updates.
- Do not exceed 100 hyperlinks per POISE web page. POISE pages should load in less than 20 seconds with a 28.8 kbps Internet connection as determined by site testing at <http://www.netmechanic.com>. The Unit POISE Webmaster determines the need for optional hyperlinks. Please refer to the U.S. Coast Guard Internet Link Policy, which is available online: <http://www.uscg.mil/link.html>.
- Hyperlinks that are external to the Coast Guard will include a "pop up" Java Script privacy notice. Details on the Java Script privacy notice HTML are available online at the Technical FAQ website: <http://cgweb.uscg.mil/webinfo/faq/technical.html>.